

## **Quick Guide to Complete a Michigan Electronic Grants System Plus Child Nutrition Program Summer Food Service Program Application**

- 1) Go to [Michigan Education Information System \(MEIS\) Homepage](#)<sup>1</sup>.
- 2) Under Child Nutrition Programs, click on Michigan Electronic Systems Plus (MEGS+).
- 3) Enter your username and password.
- 4) At the main menu (welcome screen) under My Available/Tasks, open Applications/Tasks.
- 5) A Child Nutrition Application Program (CNAP) Level 3 or MEGS+ Level 5 Authorized Official must initiate the application by clicking View Available Applications.
- 6) Once an application has been initiated it will be present under My Applications/Tasks. Click on Open Applications/Tasks. Click on your entity name located under the identifier section for application options. Check the status of the application; it should be "In Process of Creation."
- 7) Click on the View/Edit button to edit your current fiscal year application.
- 8) Click on the Sponsor Information page. Review and update each item on the Sponsor Information page.
- 9) At the bottom of each page, certify that all of the above data is complete and correct. Click on the Save button at the top of the page.
- 10) Once the Sponsor Information is completed and saved, using the Quick Links at the top of the page, under your entity name, click View/Edit to return to the View/Edit Menu.
- 11) To update information for each site, click on Site Listing.
- 12) Click on the Add a Site link to add a new site, or click on an existing site's name to update the site's information. Complete or update and save Site Information pages.
- 13) Review and update all information for each active site on the Site Listing Page. You may utilize the drop down box to navigate between sites. Make sure that you save each page before exiting.
- 14) Once the information has been completed for all active sites using the Quick Links at the top of the page, click View/Edit to return to the View/Edit Menu. Review information on Certification Statements. Check I agree and save.
- 15) On the View/Edit Menu, scroll to Program Forms section and complete each required form. Be sure to save each page before exiting. At the bottom of each form, you will

find Related Pages which will allow you to quickly access the next form without having to return to the View/Edit Menu.

- 16) On the View/Edit Menu, scroll to Attachments section and upload the required attachments. Be sure to save each upload before adding another or exiting. At the bottom of each page, you will find Related Pages which allow you to quickly access the next attachment to upload without having to return to the View/Edit Menu.
- 17) Once you have completed the steps listed above, click on Global Errors in the top right corner in order to check the application for any errors. Once it has been determined that there are no errors, proceed to step 18.
- 18) **\*\*Very Important\*\***  
In order to submit your application you must go to Change Status. This feature can be accessed from the Quick Links at the top of any page or from accessing the Application Menu and clicking View Status Options.
- 19) Click Submit Application.
- 20) If there are any errors, the system will prompt you to correct them. Otherwise, it will confirm that you wish to submit the application. By clicking 'I Agree' you have effectively submitted your application.

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<sup>i</sup> [www.michigan.gov/meis](http://www.michigan.gov/meis)